

Kappa Kappa Psi & Tau Beta Sigma Personal Travel/Expense Reimbursement

Name:		<input type="checkbox"/> KΚΨ	<input type="checkbox"/> TBΣ	Begin Date:	
Travel From:					
Travel To:					
Office, Group or Committee				End Date:	
Purpose of Trip: (required)					
Charge To: (see tab below)					

Misc. Expenses:		Total	
Misc. Expenses:		Total	
Car Rental:		Total	
Fuel Expense:		Total	
Other Transportation:		Total	
Airfare	From:	To:	Total
Mileage (use tab below):	_____ miles	\$ 0.625 per mile	Total
Tolls:		Total	
Conf Registration Fees:		Total	

Dates of Travel	Meals incl. Tips		Lodging	Limo/Taxi or Bus	Parking	Misc. Tips	Totals
	Restaurant & Names of Individuals	Meal Cost					
Totals							

Total

Miscellaneous Reimbursable Purchaes			
Date	Merchant	Items & Explanation	Totals

Total

Signature:		Total Expenses:	
Date:		Less Cash Advance or Donation:	
Address: (required)		Total Amount Due:	
	For Donations:	If making a donation, please list the appropriate category or fund.	
	Notes:		

Please submit a separate report and receipts for each major event within 30 days.

Please submit Mileage Calculation worksheet if requesting a mileage reimbursement.

N/A
TBS-Other
TBS-National Council
TBS-Counselor Travel
TBS-CVA Travel
TBS-Board of Trustees
TBS-Investigation
TBS-Alumni Association
TBS-Non Travel Expense
NXD-Travel
NHQ-Travel
NHQ-Expense
KKY-Other
KKY-National Council
KKY-Leadership Funds
KKY-Governor Travel
KKY-CFR Expense
KKY-Board of Trustees
KKY-Alumni Association
KKY-History Team
KKY-Investigation
KKY-Committees
KKY-Non Travel Expense